January 22nd, 2026

To: Tracy Cosilmon, Town Clerk & FOIL Officer
Town of Cicero
8236 Brewerton Road
Cicero, NY 13039

Re: FOIL request for documents regarding Cicero Police Department's Brewerton Sub-Station Opening Hours

Dear Cicero Town Clerk & FOIL Officer Tracy Cosilmon -

Pursuant to the New York Freedom of Information Law (Public Officers Law, Article 6), I request records sufficient to show the current and historically scheduled public walk-in access hours (if any) for the Town of Cicero Police Department "Brewerton Sub-Station" located in Brewerton Plaza on Bartell Road (commonly listed as 5500-5510 Bartell Road, Brewerton, NY).

This request is prompted by public-facing announcements describing the facility as open to the community and inviting residents to stop by "during our open hours," while the location has a "CLOSED" sign and no public hours posted on-site. See this Facebook link: https://www.facebook.com/share/p/19sxyw6cXG/?mibextid=wwXIfr

Records requested:

- The current public walk-in hours (days/times) for the Brewerton Sub-Station, i.e., when a member of the public may enter without appointment to ask a question or express a concern.
- If there are no regular public walk-in hours, records stating the access method (appointment-only, call-ahead, buzzer/intercom, etc.) and the hours/conditions under which in-person assistance is available at that location.
- Any written policy, directive, SOP, or public guidance that defines the Police Department's "open door policy" as it applies to the Brewerton Sub-Station (including any instructions directing residents to another location/hours when this sub-station is not open).
- Any records reflecting changes, suspensions, or reductions of public walk-in hours for the Brewerton Sub-Station since the facility's opening/launch (for example: an initial schedule that changed later), including effective dates.
- Copies of any public communications that state or reference the Brewerton Sub-Station's "open hours" or invite residents to visit during "open hours" (including posts, flyers, press releases, or website/Nextdoor/Facebook/other postings), and any internal document that supplied the hours used for those communications.

Format and delivery:

- Please provide the records electronically via reply email (PDF is fine).

Fees:

- If there will be any fee, please notify me in advance with an itemized estimate. If the cost is minimal, I consent to fees up to $20 without further approval.

If any portion of this request is denied, please provide the statutory basis for the denial and identify the record(s) being withheld or redacted.

Please confirm by email that you received this. Thank you!

Sincerely,
- Jay

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